UNITED NATIONS

ST

Secretariat

ST/IC/1993/45
31 August 1993

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Administration and Management

Subject: OFFICIAL TRAVEL AGENCY AT HEADQUARTERS*

1. The Headquarters Committee on Contracts has recommended the award of a three-year travel management service contract to American Express Travel Related Services Company, Inc., from 1 September 1993 to 31 August 1996, with an option to renew for an additional two years, and has invited the Purchase and Transportation Service (PTS), the United Nations Development Programme (UNDP) and the United Nations Children's Fund (UNICEF) to negotiate a final contract with American Express. That recommendation has been approved. In the event that a contract is finalized and entered into with American Express, the arrangements described below would take effect.

2. The offices of the travel agency will continue to be located at:

(a) Room S-2008 - to service Secretariat staff;
Ext. 3-6280 or Tel.: 593-1838
Fax.: 593-1021

(b) Room DC1-1643 - to service UNDP staff;
Ext. 4-5185 or Tel.: 593-0130
Fax.: 593-0319

(c) Room DC3-408 - to service UNICEF staff;
Ext. 5-7641 or Tel.: 593-3110
Fax.: 593-3216

(d) Room 1407 (Daily News Building) - to service Office for Project Services (OPS) and United Nations Population Fund (UNFPA) staff.
Ext. 4-6506 Fax.: 983-4556

* Personnel Manual index No. 7075.

3. All reservations made with the current contractor, Carlson Travel Network (CTN), will be transferred to American Express as of the date of the change-over.

4. Individual travellers and departments and offices are advised to make reservations for travel commencing during the transition period well in advance of the expected departure date and complete the ticketing process as early as possible in order to avoid any delays. In addition, executive and administrative offices as well as individual travellers should submit any unused tickets or portions of tickets which need to be refunded to the Travel Claims Unit as soon as possible in order to avoid delays in the processing of refunds after the current contractor has moved off site.

5. A further information circular will be issued when a contract has been entered into with American Express.